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STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
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SUPERINTENDENT OF  
PUBLIC INSTRUCTION

September 27, 2012

**MEMORANDUM**

TO: Local District Superintendents, Public School Academy Directors, District Assessment Coordinators, and Building Principals (Buildings Authorized for Grade 8 or 10 Enrollment)

FROM: Robin Wright, MME Project Manager  
Office of Standards & Assessment

SUBJECT: Michigan EXPLORE-PLAN Spring 2013 Pilot Program Announcement

All Michigan public schools and public school academies are invited to participate in the Spring 2013 Michigan EXPLORE-PLAN Pilot Project. The pilot project offers the EXPLORE assessment to all grade 8 students and the PLAN assessment to all grade 10 students.

**Key Dates**

The participation window for the pilot project is March 4 – April 12, 2013. Assessments administered outside of the authorized participation window will not qualify for payment by the Michigan Department of Education (MDE) and the district will be responsible for payment.

Activity	Key Dates
<b>Districts order test materials online</b>	<b>October 8 – December 21, 2012</b>
Schools receive pre-ID labels from ACT	By February 22, 2013
Schools receive test materials from ACT	February 22, 2013 – April 11, 2013
Schools order supplemental materials	February 22, 2013 – April 5, 2013
<b>Pilot Testing Window - schools administer EXPLORE-PLAN assessment(s)</b>	<b>March 4 – April 12, 2013</b>
Schools ship answer documents to ACT	By April 15, 2013
Schools receive school and student reports from ACT	By May 2, 2013
Districts receive district reports from ACT	By May 23, 2013

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### **What's New for Spring 2013**

- Only orders placed October 8 – December 21, 2012 will qualify for MDE payment.
- Only testing occurring March 4 – April 12, 2013 will qualify for MDE payment.
- The Michigan EXPLORE-PLAN Pilot Program will have a unique website for ordering test materials. Only orders placed through this unique website will qualify for MDE payment.
- The District Participation Agreement (DPA) will be completed online as part of ordering.
- Districts will be able to order Spanish versions of *Using Your EXPLORE/PLAN Results* during online ordering.
- ACT will provide pre-ID labels, which will include the BAA-issued district code, building code, and the student's unique identification code (UIC).
- By ordering through the unique pilot website, EXPLORE-PLAN invoices will be sent directly to the Bureau of Assessment and Accountability. Exception: Districts that order test materials late will incur expedited shipping charges.

#### Important Information

1. **Please do not order test materials before October 8, 2012.** On this date, districts will be able to access the Michigan EXPLORE-PLAN unique website to order test materials under the Michigan contract. If a district orders prior to 10/8, or uses an ordering method other than the unique pilot website, the district will be responsible for payment. ACT will send the district contact an email reminder confirming that the test materials ordering window is open.
2. **Districts MUST order** test materials for all participating schools within the district between October 8 – December 21, 2012 or the testing will not be funded under the pilot. Test material order data for all schools is needed for ACT to create the student pre-ID labels. Individual schools and ISD's cannot place orders under the pilot.

Watch for future communications from ACT and the BAA about ordering test materials and pre-ID label usage.

### **Questions?**

If you have any questions related to the pilot project requirements or participation in the Spring 2013 Michigan EXPLORE-PLAN Pilot Project, please email [BAA@michigan.gov](mailto:BAA@michigan.gov) or call 877-560-8378, option 7. If you have questions about ordering test materials or pre-ID labels, contact ACT Customer Services at 877-789-2925 or [customerservices@act.org](mailto:customerservices@act.org).